

## **TOWN THEATRE, INC.**

### **Board of Directors Meeting**

**December 10, 2015 Highland Municipal Building 6:30 p.m.**

#### **Pledge of Allegiance**

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

#### **Roll Call and Introduction**

Present on roll call included the following Town Theatre Board Members: Keith Bruxvoort, Dawn Diamantopoulos, Dan Dunn, Bruce Leep, Michael Maloney and Tracy Oprea. Councilman Dan Vassar, Counsel for the Board Jarod Tauber, Redevelopment Director Cecile Petro, and Redevelopment Commissioner Greg Kuzmar were also present.

#### **Correspondence/Communications**

12/10/15 email from Bridget DeYoung to Cecile Petro re: resignation from the Theatre Board.

12/10/15 email from Robin Carlascio to Cecile Petro re: inability to attend 12/10 meeting and advisement she does not want to be considered for reappointment to the board as her terms ends 12/31/15.

#### **Minutes**

Keith Bruxvoort made a motion to accept the minutes as written for the October 27, 2015 regularly scheduled meeting. Tracy Oprea seconded the motion. **Motion carried by unanimous voice vote.**

#### **Timeline for Construction and Operations**

- A. Update on the Timeline for Construction and Operation. Greg Kuzmar updated the board, advising that an architect has been chosen and a contract has been signed. The decision to go with Morris Architects Planners, Inc. was unanimous and the contract includes the services of architects, mechanical engineers, AV & acoustic professional, structural engineers, and a theatre consultant. Greg estimated it will be a 6 month process for design and the bidding process and a 9 month process for construction. He further explained that at the completion of each phase of the project, the Redevelopment Commission will receive updated cost estimates. These estimates, as well as other items within the contract, were part of the negotiation process with Morris and were designed to protect the town's interests.
- B. Town Theatre Operations – Progress of Committees
  1. By-laws. The Duties of the Nominating Committee were discussed and the following was unanimous agreed upon via Motion by Michael Griffin and second by Michael Maloney. **Motion carried by unanimous voice vote.**  
**Nominating:** This committee shall consist of three board members. The Vice President shall serve as chair. The committee shall develop a slate of potential

candidates to replace board members with expired terms and those who have resigned/removed from the Board. The slate of potential new Board members should be submitted for full Board approval within thirty (30) days of term expiration or removal from office. Each Board member will have one vote to cast for each open position. The vote will be by written ballot. Votes will be counted by the nominating committee, who will report the results to the full Board. Additional candidates may be nominated by Board members. These additional candidates for the Board would require a second from another Board member. The nominating committee shall also recommend changes to the committee chairmanships based upon performance and/or level of participation to the full Board.

The Nominating Committee members include the Vice President, Michael Maloney and Bruce Leep.

*(The addition of Nominating Committee to the By-Laws was passed by the Board on September 22, 2015).*

There was also discussion regarding the two seats on the Theatre Board that the Town Council appoints. The Board needs the Town Council to pick the two seats and advise the Board of the same. Councilman Dan Vassar advised he will try and get this done at the next Town Council meeting.

Expiring members include: Dan Dunn and Michael Griffin.

**Volunteer Committee:**

There are approximately 502 volunteers to date.

**Programming Committee:**

**Membership:**

We have 526 members and have raised \$20,409.00 in membership fees and donations with the memberships. The Committee Chair, Tracy Oprea, advised the Membership Committee is not meeting until January 2016. The Committee will be brainstorming ideas for a fundraiser / membership drive for Spring 2016, although no additional fundraising efforts will be planned until construction starts at the Theatre. Additionally, Tracy advised we will continue with the Founding Membership benefits up to the time the Theatre is completed.

**Technical Operations:**

Nothing to report.

**General Operations:**

Nothing to report.

**Maintenance:**

Nothing to report.

**Finance:**

Keith Bruxvoort provided an update pertaining to the Board's financials. As of 12/7/15, the income balance is \$41,327.45.

**Fundraising:**

The November 13, 2015 TomFoolery event was discussed. The total amount raised at said event was \$2,995.95. The talent at the event was great and the feedback received thus far has been positive.

The fundraising idea of having Lexi Alicia perform in January is not going forward.

**Other Income Producing Products:**

Cecile Petro is writing a grant to seek monies for the marquee. The Grant Writing Committee includes Dawn, Cecile, Rich and Julie Larson.

The "Sell a Seat" needs a new committee chair due to the fact Robin Carlasio has resigned.

**Open to the Public:** Nothing to report.

**Adjournment:**

Bruce Leep made a motion to adjourn the meeting and Dan Dunn seconded the same. Meeting adjourned at 8:20 p.m.

**Next Meeting:** The next meeting is scheduled for January 26, 2016 at 6:30 p.m.

Respectfully submitted,

Tracy S. Oprea, Secretary  
Town Theatre, Inc.